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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Benefits and Services Division

DATE: 27 January 1960

FROM : Chief, Insurance Branch

SUBJECT: Printing of GEHA Booklet

1. With reference to your recommendation for me to proceed with the printing of the new booklet, I am wondering whether we should get approval for the cost of such printing from the Front Office, prior to my making the necessary arrangements.

2. On 20 January last year, you advised the Director of Personnel by memorandum that the approximate cost of printing 5,000 such booklets would be about \$1,600.00. Since there is no record of any official approval, I make the above request.

3. In addition, it may be that priority will be necessary for us to get this book printed as expeditiously as possible. After obtaining such approval, if you deem it necessary, I will personally take the booklet to the printing office and discuss the actual preparation of the booklet.



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